



***Welcome to the Capitol and the Capitol Hill Complex!***

***The Capitol Preservation Board has developed this packet of information to assist you in organizing your event.***

***We look forward to working with you.  
In order to facilitate this process as you plan your event,  
please refer to the Capitol Preservation Board's  
[Capitol Hill Complex Facility Use Rule.](#)***

We have highlighted some of the important sections of the rule to follow as you prepare for your event. The Capitol Preservation Board's staff will be happy to assist you with any questions you have regarding the completion of your application.

#### **1. R131-2-4 Facility Use Permit – Application**

Please review the above section pertaining to the use of the Capitol Hill Complex and application process. An [application](#) is available on the Board's website at [www.utahstatecapitol.utah.gov](http://www.utahstatecapitol.utah.gov) under the heading "[Events](#)". Please note the liability insurance requirement in subsection R131-2-4(3)(b).

#### **2. R131-2-6(1) General Requirements for Use of the Capitol Hill Complex**

Please review and become familiar with the general requirements.

#### **3. R131-2-6(2) Decorations**

The Board welcomes your creativity. This subsection was developed to protect the Capitol and its historic finishes. Therefore, please note the strict requirements the Board has established for the use of decorations.

#### **4. R131-2-6(3) Set up/Clean up**

This subsection outlines the requirements for the set up/clean up of your event.

#### **5. R131-2-6(4) Parking**

Public parking is located to the northeast of the Capitol. Please observe permit areas.

#### **6. R131-2-6(5) Compliance with Laws**

Users must comply with all laws and ordinances. Please note, no open flames, flammable fluids, candles and explosives are allowed in or on the Capitol Hill Complex. Sternos or other food service heating elements are allowed and not considered an open flame.

#### **7. R131-2-6(6) Security and Supervision**

The Capitol Hill Complex is an open campus. To protect the Complex, its contents and occupants, this subsection was established.

## **8. R131-2-6(7) Photography, Portraits and Video/Filming**

The Capitol Hill Complex provides the perfect backdrop for photography, portraits and video/filming. Please read this subsection for specific requirements for this activity.

## **9. R131-2-6(8) Liability and (9) Indemnification**

Please familiarize yourself with the liability and indemnification section.

## **10. R131-2-6(10) Food Service, Catering**

The Board went through an extensive selection process and selected a food service provider and preferred caterer for the Capitol Hill Complex. The preferred caterer has designed its services to meet most catering events. The rule requires a meeting with the preferred caterer to discuss your food service needs. If the preferred caterer does not meet your food service needs, a [waiver](#) process is available.

Please note that private caterers will be required to follow certain food service rules. Required [forms](#) for private caterers are available to assist you in this process. Please check with the Capitol Preservation Board's staff to inquire if a particular private caterer has forms on file.

You will be responsible for the private caterer and their compliance with all rules and requirements. Please review Financial Arrangements to understand fees associated with the use of a private caterer. [Fees](#) were established to offset subsidizing the preferred caterer.

## **11. R131-2-6(12) Enforcement of Rules**

Please recognize that non-compliant acts will result in cancellation of your event.

## **12. R131-2-6(13) Waivers**

All waivers must be approved by the Budget Development and Board Operations Subcommittee. The waiver request must be submitted in writing to the executive director for consideration by the Subcommittee prior to its regularly scheduled meeting.

## **13. R131-2-7 Fees and Charges**

Please review the costs associated with the use of the Capitol Hill Complex. A [Schedule of Costs and Fees](#) is available on the Board's website at [www.utahstatecapitol.utah.gov](http://www.utahstatecapitol.utah.gov) under the heading "[Events](#)". Fees are not able to be waived.

## **14. R131-2-8 Specific Facilities**

The Capitol Hill Complex is the seat of government for the state of Utah. Priority is given to state government. Please read this section governing the Capitol Hill Complex.

## **15. R131-2-9 Use of White Community Memorial Chapel**

If you are interested in the White Community Memorial Chapel, please familiarize yourself with the rules governing the use of this unique facility on Capitol Hill.

## **16. R131-2-10 Procedure for Receiving and Deciding Complaints**

This section of the rule covers any complaints regarding the access or use of the Capitol Hill Complex and how it will be resolved.

*The Capitol Hill Complex is a cultural icon respecting Utah's rich history.*

***The Capitol Hill Complex Facility Use rule is intended to help preserve the Capitol Hill Complex for years to come. It is your responsibility to read and abide by this rule protecting the Capitol Hill Complex.***

***The Board invites you to use and enjoy the facilities and grounds on Capitol Hill.  
The Capitol Preservation Board staff  
is here to help you to make your event a success.***